

**State Records Committee Meeting
November 9, 2007
Room 217
Georgia Archives Building
Morrow, Georgia Archives**

Members Present:

Governor's Office	Josh Belinfante, Deputy Executive Counsel
State Auditor Designee	Lee Whitesides, Director of Administration
Secretary of State	David W. Carmicheal, Director Georgia Archives
Local Government	Allen Thomas, Clerk of Superior Court Laurens County
Administrative Office of The Courts – Liaison	Gregory Arnold, Assistant Director of Research

Staff and Guests

Justin Brady	Administrative Office of the Courts
Sarah Jacobson	Georgia Archives
Andrew S. Taylor	Georgia Archives

Meeting was called to order by David Carmicheal, chairman. Members, staff and guests introduced themselves. Mr. Carmicheal provided a brief description of the retention scheduling process and the roles played by the Archives Staff and the State Records Committee.

Municipal Court Retention Schedules [see attachment]

Chairman Carmicheal asked for comments or questions regarding the proposed Municipal Court Schedules. Mr. Taylor explained the process of developing these schedules with the Municipal Court Clerks and the Administrative office of the Courts. Mr. Arnold stated that the Administrative Office of the Courts was in complete concurrence with these schedules. There being no more questions Chairman Carmicheal asked for a motion to approve. Mr. Belinfante so moved, Mr. Allen seconded. Chairman

Carmicheal asked for those in favor to say Aye; all responded Aye, Nays, none; motion carried and the Municipal Court Schedules were approved.

Tax Commissioners Retention Schedules [see attachment]

Chairman Carmicheal asked for comments or questions regarding the proposed Tax Commissioners Retention Schedules. Mr. Taylor explained the process of developing these schedules in cooperation with members of the Georgia Association of Tax Officials and the Georgia Department of Revenue. There being no questions Chairman Carmicheal asked for motion to approve. Mr. Belinfante so moved, Mr. Thomas seconded. Chairman Carmicheal asked for those in favor to say Aye; all responded Aye, Nays, none; motion carried and the Tax Commissioners Retention Schedules were approved.

Department of Community Affairs [see attachment]

The Department of Community Affairs submitted 11 schedules. They are numbered 0428-026 thru 0428-036. Chairman Carmicheal asked for comments or questions regarding the schedules. Mr. Taylor explained a concern that Mr. Whitesides had regarding the retention period for 0428-033. Chairman Carmicheal then proceeded to bring each schedule up individually for a motion to approve, a second and voice vote. There were no nays. The results were:

Schedule Number	Motion to Approve	Second	Voice Vote
0428-026	Mr. Belinfante	Mr. Whitesides	Aye
0428-027	Mr. Belinfante	Mr. Thomas	Aye
0428-028	Mr. Belinfante	Mr. Whitesides	Aye
0428-029	Mr. Belinfante	Mr. Whitesides	Aye
0428-030	Mr. Belinfante	Mr. Whitesides	Aye
0428-031	Mr. Belinfante	Mr. Whitesides	Aye
0428-032	Mr. Belinfante	Mr. Whitesides	Aye
0428-033	Mr. Belinfante	Mr. Whitesides	Aye
0428-034	Mr. Belinfante	Mr. Whitesides	Aye
0428-035	Mr. Belinfante	Mr. Whitesides	Aye
0428-036	Mr. Belinfante	Mr. Whitesides	Aye

Discussion

Chairman Carmicheal asked if the committee felt they were receiving adequate documentation prior to the meeting in order for them to review and evaluate the schedules. Mr. Whitesides stated that he appreciate the format of the schedules which included identifying those schedules which were new and those which were being revised from a previous version. He also thanked the Records Management Staff for their quick response to his questions and their follow up. Mr. Whitesides stated that he needed no additional documentation. Mr. Thomas stated that he needed no additional documentation. Mr. Belinfante stated that he also needed no additional documentation.

Mr. Thomas mentioned a few records management issues that he as clerk of a super court experiences. They include storage space, the need for regional repositories that would not only store local government records but also have the facilities to reformat and serve as backup storage for county government disaster planning. He expressed the hope that the State Records Committee could/would address these issues.

Chairman Carmicheal described the services that the Georgia Archives through the Records and Information Management section provide. These include training in basic records management, retention scheduling and open records, as well as site visits. The archives also provides training and advice in the area of preservation and disaster planning. The archives is currently designing a Digital Archives to serve as a repository for electronic records and providing reformatting services for converting digital records to microfilm.

Mr. Thomas described the upcoming 200th anniversary of Laurens County and the county's plans to create a digital time capsule. He asked what steps they should consider to ensure the preservation of the digital material. A general discussion regarding technology and its impact on record keeping in the public sector followed. Mr. Allen described the challenges the courts are experiencing in reformatting older software applications and the impact of e-filing within the court system. Mr. Thomas stated his concern that as we focus more on the modern electronic record we lose sight of the older historical paper record.

Mr. Belinfante made a motion to adjourn. Mr. Whitesides seconded. Chairman Carmicheal adjourned the meeting.

Submitted by Andrew S. Taylor